

Job Title:	Membership Specialist	Reports To:	Membership Team Leader
Department:	Membership	Travel Required:	Up to 50%
Location:	MI – Kalamazoo	Status:	Full-time, Non-exempt
Salary:	5	Date Posted:	June 7, 2018
To apply please include a cover letter, resume, or employment application. Applications accepted by:			
Subject Line: Membership Specialist – Van Buren County Website: http://www.gshom.org/about/howeare/employment.html E-mail: hr@gshom.org Fax: (269)492-1439		MAIL: HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008	
Job Description			
POSITION SUMMARY Actively works to develop and increase girl and adult membership, promote the image of Girl Scouting in the community, increase visibility of Girl Scouting and broaden the base for community support. Serves as the primary point of contact for external audiences in assigned geographic region with a focus on recruitment of members, identification of Community Outreach partners and program partners. This individual will use their expertise of the assigned geographic territory to strategically identify prospects, make effective presentations and grow our membership and base of support.			
ESSENTIAL FUNCTIONS Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. <ul style="list-style-type: none">• Position will oversee membership in Van Buren County.• Office will be located in Kalamazoo Regional Center.• Assist with development and implementation of recruitment, retention, and recognition strategies for girls and adult members in all segments of the population based on research and analysis of community demographics and needs.• Supervise volunteers to deliver Girl Scout programs to adults and girls within assigned jurisdiction.• Working with team, assists in setting membership goals and cultivate volunteers to meet those goals.• Provide active support for the council plan of action by serving as recruitment and staff support for fund raising and Product Sales Program in designated area(s).• Interpret and promote Girl Scouting in the community in order to enhance the role and image of Girl Scouting, foster interest in troop sponsorship, increase visibility, and attract new girl and adult members.• Function as a positive and cooperative member of the Membership and Program Team and Heart of Michigan staff, sharing resources and expertise.• Work with school administration, teachers, and community partners to increase girl participation within Girl Scouts, developing new ways of serving girls, especially underserved girls.• Support and promote girl/troop attendance at overnight and day camps.• Solicit community donations as appropriate. Support the council fundraising goals.• Work within the assigned area to assure the delivery of support service to the Area Management Team and all volunteers.• Participate and assist Team Leader with the development and implementation of council action plans, budgets, and support the ongoing management systems of the council.			

- Flexible schedule, including working many evening hours and weekends.
- Public speaking at meetings with community organizations and volunteers.
- Participate in activities within the community to further the understanding and advancement of Girl Scouting.
- Strong human relations, problem solving, and conflict management skills required both in person and on the telephone when speaking with volunteers, staff, and organizations throughout the community served
- Willing to become a member of Girl Scouts of USA
- Able to lift and/or manipulate up to 25 pounds
- Other duties as assigned.

COMPETENCIES

- Customer Service Focused
- Personal Effectiveness/Credibility
- Leadership
- Results Driven
- Collaboration Skills
- Communication Proficiency
- Technical Capacity
- Flexibility

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience in a related field.
- Minimum of three years' experience with non-profits and/or youth service organization preferred
- Experience with volunteer organizations with a knowledge of Girl Scouting preferred
- Past supervisory experience helpful
- Leadership experience

WORK SCHEDULE

- Full-time position and will work up to 40 hours each week
- More hours may be required during peak seasons
- Position requires candidates to work many evenings and weekends

TRAVEL

Must have own transportation and the ability to travel within the jurisdiction. Frequent travel within the council to various meeting locations with staff and volunteers. Travel is primarily during the business day and evening hours.

WORK ENVIRONMENT

Operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and a point of sale system. Will spend many of hours each day interacting with volunteers, potential volunteers, and parents/guardians. Some days will require sitting in front of a computer or on the phone for prolonged periods. May have opportunity to occasionally interact with girls and engaging them in programming. May be required to work outdoors on occasion in all types of weather from rain, snow, heat and cold. Able to move/lift/manipulate up to 25 pounds.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibility.

BENEFITS

- Medical, Dental, Vision
- Employer Paid Life and Disability
- Voluntary Life
- Flexible Spending Account
- 403(b)
- Employee Assistance Program
- Vacation, Sick, Personal and Holiday Pay

EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____